

EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNEFM 12/18

**OPEN TO:** All interested U.S. citizens

**POSITION:** **Public Affairs Assistant , FP-06\***  
(\*Position Grade FP-06 will be confirmed by Washington)

**OPENING DATE:** May 3, 2012

**CLOSING DATE:** May 18, 2012

**WORK HOURS:** Part-time, 30 hours/week

**ANNUAL SALARY:** **US\$44,737.00** (Starting salary for a 40-hour work week) - applicable to:

- US Citizen EFM; and
- At least 18 years old; and
- Listed on travel orders of direct hire Foreign Service, Civil Service, or uniformed service members under Chief of Mission authority; and
- Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
- Does not receive a Foreign Service or Civil service annuity.

**US\$38,394.00** (Starting salary for a 40-hour work week) - applicable to:

- Non-US Citizen EFM, MOH with SSN number; or
- US Citizen EFM of Agencies or Offices, or uniformed service members **NOT** under Chief of Mission authority; or
- US Citizen EFM who receives a USG retirement annuity or pension from a career in the US Foreign Service or Civil Service; or
- EFM hired under PSA mechanism; and
- Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.

**US\$15,130.75 (U.S. Minimum Wage)** - applicable to:

- US Citizen employees who are not EFM, MOH listed above; and
- Not holder of diplomatic passport; and is a local resident; and
- Is subject to the host country employment and tax law; and
- Have the required visa, residency permit and work permit in order to work legally in the host country.

**LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking an individual for employment in Vietnam for the position of Information Resource Center Public Affairs Assistant within the Public Affairs Section (PAS.)

#### **BASIC FUNCTIONS OF THE POSITION**

Under the supervision of the Information Officer, assists in coordination of the daily operations and program planning/goal setting of the Information Resources Center, oversees creation of content for the Embassy website and social media pages, writes MAT reports, and performs other tasks as assigned.

Please contact the Human Resources Office at 3850-5000 X5111 for further inquiries.

#### **QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) College or University Degree is required; (2) One year experience in public relations, publicity and in conducting information campaigns or related activities is required; (3) Must be familiar with State Department available guidelines. (4) Must have knowledge of computer and office equipment as well as good writing skills to draft correspondence and reports; (5) Level 4 (Fluent) Speaking/Reading/Writing English is required.

You may download the application form at [http://vietnam.usembassy.gov/job\\_opportunities.html#appforms](http://vietnam.usembassy.gov/job_opportunities.html#appforms). Paper copies are also available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

#### **ADDITIONAL SELECTION CRITERIA**

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website.

#### **SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Embassy Hanoi  
No. 7 Lang Ha, Dong Da, Hanoi  
Tel. 84-4-3850-5000  
FAX: 84-4-3850-5019

#### **CLOSING DATE FOR THIS POSITION: MAY 18, 2012**

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)